

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Career Executive Assignment, Range C	Working Title Staff Director
Employee Name Vacant	Position Number 799-103-7500-001
Project/Division Name Office of the California Surgeon General	Supervisor's Name Diana Ramos
Unit n/a	Supervisor's Classification Exempt (California Surgeon General)
Physical Work Location 1215 O Street 11 th Floor, MS-08, Sacramento CA 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date October 24, 2022	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations </div> <div> <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Click here to enter text.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the administrative direction of the California Surgeon General, the Staff Director serves as an integral component in the formulation of policy to achieve the mission of the Office of the California Surgeon General (CA-OSG). As a member of the Directorate, the Staff Director will be responsible for the overall management of the CA-OSG. These responsibilities allow the CA-OSG to fulfill its primary mission and expand boundaries by not only engaging with traditional health care and public health sectors, but by also engaging across sectors, such as education, housing, and transportation, at the national, state, and county levels. The Office will inform, empower, and activate Californians to better health.</p>	
Percentage of Duties	Essential Functions
40%	Develops, directs and implements statewide operations, policies, and procedures for the effective management of the Office of the California Surgeon General. Develops and oversees the programmatic and operational functions of the CA-OSG, as they pertain to Executive Order N-02-19 and authorizing statute (Health and Safety Code, Sections 438-439) to convene external and internal leadership and experts, advise the governor on key health issues, and be a key voice on our state's public health issues. Advise and consult with the California Surgeon General concerning issues of significant policy impact. Examines statutory or regulatory changes based on external and internal trends including economic and fiscal data and identifies strategies and formulates policy positions on issues impacting the CA-OSG. With the Surgeon General and Executive Team, identifies policy priorities and works to resolve policy issues with internal and external stakeholders, including state and federal partners and CA-OSG network of service providers. Consults with departments to ensure policy position, program guidance, reports, and correspondence are consistent and align with the CA-OSG's mission, strategic planning, and goals. Advocates the CA-OSG's interests and works with appropriate staff and stakeholders on implementation including interpretation and/or proposals. Identifies and resolves areas of conflict with stakeholders. Consults with programs, department leadership, and stakeholders on the implementation of new programs and policies to ensure consistency.
30%	The Staff Director provides strategic direction and works closely with the Surgeon General and Executive Team to develop, implement, maintain, and refine policies and procedures affecting all internal programs and activities. Manages policy matters that govern the CA-OSG's administration and works as the executive liaison with California Health and Human Services Agency (CalHHS), executive staff, legal, and statewide programs to ensure the CA-OSG is compliant with oversight policies. This includes all administrative

	<p>policies, processes, practices, and reporting related to accounting, budget, human resources, information technology infrastructure, procurement, and contracting. May directly lead and/or perform any of these functions, as needed, depending on office and staff capacity. Develops, manages, and leads the CA-OSG budgetary process, including budget development, budget change proposals, and budget/expenditure tracking. Serves as the primary liaison with control agencies and the Legislature regarding the budget and other financial and administrative matters, including testimony before legislative committees, as needed. Plans, coordinates, and manages all internal and external office activities to ensure uniform direction, maximum efficiency, and delivery within scope, schedule, and budget.</p>
20%	<p>Plans, develops, and implements strategies for legislation, policy proposals, and alternatives impacting the CA-OSG priorities or office operations. Supports the California Surgeon General in their advisement to the governor by directing, developing, and/or approving the analysis of legislative bills and other policy decisions in coordination with the CalHHS, Governor's Office, and relevant Legislative staff on CA-OSG recommendations. Reviews enacted legislation and works with staff to determine departmental responsibilities and ensure implementation. Oversees Department policy reports and works with staff to prepare legislative reports, responses, and correspondence. Reviews, edits, and develops recommendations for various action requests for the Governor, First Partner, Agency Secretary, and/or department directors. Manages performance and reporting of Office of the California Surgeon General team members.</p>
10%	<p>Prepares OSG leadership for legislative and other policy hearings, including managing the legislative confirmation process for new Surgeon General appointments. Informs CalHHS of policy issues, legislative meetings, and correspondence. May represent the Surgeon General in their absence. May serve as an CA-OSG witness and testify before the Legislature.</p>

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

The OSG Staff Director directly supervises 4.0 positions: Director of Strategic Partnerships (CEA, B); Director of Communications (CEA, A); Chief Health Officer (Research Scientist IV); and an Office Technician (Typing). The OSG Staff Director provides indirect supervision of 2.0 additional positions, an Administrative Assistant II and an Information Officer II, as well as various contracted resources.

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

7. HRD USE ONLY

Human Resources Division Approval

- ☐ Duties meet class specification and allocation guidelines.
- ☐ Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

- * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

** AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE